

POLICY 305 PASSWORD SECURITY

1. **Purpose.** To provide a mechanism to maximize the security of information stored on Eau Claire County technology through the appropriate use of passwords. Passwords are assigned to each individual as a method to control and monitor their unique access to systems and information, and should never be shared with others.
2. **Policy.**
 - 2.1 Eau Claire County's policy is to minimize the risk of breaches of security through theft of information technology accounts by providing password security guidelines.
3. **Scope.**
 - 3.1 This policy applies to any and all personnel, including but not limited to contractors, students, volunteers, and Board members, who have any form of computer account requiring a password on the County network including, but not limited to a domain account and e-mail account.
4. **Password Creation Guidelines.**
 - 4.1 Where possible, the Information Systems Department will implement automatic password expiration processes to ensure passwords are changed in a regular and timely manner.
 - 4.2 Computer logon account passwords **MUST** meet the requirements established by the Information Systems Department.
5. **Password Protection.**
 - 5.1 Treat all passwords as sensitive, **CONFIDENTIAL** Eau Claire County information. Users should adhere to the following guidelines to protect their passwords.
 - 5.1.1 Never write passwords down.
 - 5.1.2 Never share passwords with colleagues, friends, or family.
 - 5.1.3 Never store passwords in a non-encrypted file.
 - 5.1.4 Never reveal passwords over the telephone.
 - 5.1.5 Never hint at the format of a password.

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- 5.1.6 Never reveal or hint at a password on a form on the Internet.
- 5.1.7 Never use the "Remember Password" feature of application programs or web browsers.
- 5.1.8 If using a personal County computer logon password on an account over the Internet, only use secure logins where the web browser address begins with https://. Never use County computer logon passwords where the web browser address begins with http:// since this is not a secure login.
- 5.1.9 Report any suspicion of a password being compromised to the Information Systems Department.
- 5.1.10 Be careful about letting someone see you type your password.
- 5.1.11 Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity. Computers should not be unattended with the user logged on and no password protected screen saver active.

6. When to Change Passwords.

- 6.1 Change your password if:
 - You do not meet the current requirements established by the Information Systems Department.
 - You shared your password with anyone.
 - You have written your password down anywhere.

7. Other Considerations.

- 7.1 Administrator passwords should be protected very carefully.
- 7.2 Administrator accounts should have the minimum access to perform their function.
- 7.3 Administrator accounts should not be shared.

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